



## **Holmer Green Senior School Examination Rules**

1. All exams are run according to the JCQ (Joint Council for Qualifications) rules, a copy of which is emailed to KS4 and KS5 students and parents/ carers during the autumn term and is also displayed on the school website. It is very important that students know and understand the rules.
2. All students need to come to exams equipped with their own pens, pencils and, where appropriate, maths kit and calculators. Pencil cases must be see-through and all exam answers must be written in black ink/ball point pen. We do not supply students with this equipment nor are they allowed to borrow anyone else's during an exam.
3. Bags and valuables must be locked away or left at home during exams. Bags are not allowed in examination rooms and the school will not be responsible for these items left unattended around the school during exams.
4. All students are expected to come to exams properly dressed in full school uniform. If students wish to remove their blazer it should be done before the exam starts and once removed it should stay on the back of their chair.
5. No unauthorized materials or equipment should be taken into the exam room, this includes mobile phones, iPods, smartwatches, MP3/4 players, data storage devices and notes. Students can face disqualification from external exams if found to be in possession of unauthorized items.
6. Water is only allowed in a clear, see-through bottle with a sports top and with the label removed. Food and gum are not permitted in exams.
7. Students who break the rules will be reported to the examination board and may have their marks cancelled, or for serious infringements of the rules may be banned from taking any external exams for up to 5 years.
8. Students will be disadvantaged if they miss an external exam due to a medical appointment, transport issue or holiday etc. However, if a student feels ill or has a problem on the day of the exam please ring the school and speak to the Attendance Officer. Illness at the time of an external exam must be supported by appropriate evidence within five days of the exam e.g. a letter from the student's GP or completion of the JCQ self-certification Form 14.
9. Students sitting external exams will receive an examination Statement of Entry with all of the details and dates of their exams well before they are taken.